



Human Resources

DATE POSTED: February 25, 2005

REQ. # 05-054

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 02-25-05 TO 03-03-05, but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
CODE ENFORCEMENT OFFICER

OF OPENINGS
1

STARTING SALARY
\$12.13 / hour

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 734
PAY GRADE: 13
SALARY: \$12.13 - \$18.49
CODE ENFORCEMENT OFFICER

MAJOR FUNCTION: Technical work of a specialized nature in responding to complaints from the public, the issuance of permits and the investigation and enforcement work necessary to insure compliance with County codes and regulations.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Thorough knowledge of County zoning and building regulations, County Codes and Compiled Laws, as well as enforcement procedures.

Abilities: Ability to read and interpret building and development plans and specifications and legal documents relative to the provisions of the regulations being administered and to identify deviations from the requirements of the regulations. Ability to express ideas clearly and concisely orally and in writing to assist in the research and assembly of data required for use in special studies and reports. Ability to meet and work with the general public and to explain and enforce regulations firmly, tactfully and impartially. Ability to read plain metric maps, aerial photographs, engineering scales and other related graphic aids.

ESSENTIAL JOB FUNCTION: Participates in the work of supplying zoning information and issuing occupancy and use permits to the public. Checks, approves and enforces zoning applications for moving, altering, demolishing and repairing of existing structures. Assists in finding solutions to complex problems which arise in connection with the building and zoning code. Maintains records of work performed in his section. Reviews complaints regarding possible violations of the Zoning Code, Building Code and other St. Lucie County Ordinances. Conducts field investigations to determine nature and extent of violations. Presents cases to the Code Enforcement Board and testifies when necessary. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Constant walking, standing and use of both hands. Ability to negotiate ladders, rough terrain and various type of construction equipment as may be found on construction site. Ability to lift and retrieve files (40 lbs) to heights of 7 feet as may be required for storage and retrieval. Good hand/eye coordination and near and far vision, good hearing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Working outside approximately 50% of time during course of the business day.

WORK HAZARDS: May work in areas where exposed to construction equipment, falling objects or natural hazards such as insect or animal bites. May also be exposed to severe weather conditions.

SAFETY EQUIPMENT USED OR NEEDED: Occasional use of hard hat may be required.

EDUCATION: Minimum of high school diploma.

EXPERIENCE: Five (5) years experience in business office procedures and practices, experience in investigative field is preferred.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Operator's License required. Good driving record. Must obtain F.A.C.E. Level I Certification within 1 year.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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